

To: Faulk, Libby[Faulk.Libby@epa.gov]
Cc: Thames, Sher[Thames.Sher@epa.gov]
From: Cooper, William
Sent: Fri 5/22/2015 9:34:57 PM
Subject: Weekly report 5/25/2015

Anticipated this week

Unspecified

- Assist with weekly report as required.
- Continue to test R8 CEF and SSP sample pages (SF Special Project) to see if ongoing problems have been addressed.
- Still waiting for overdue Web page updates from Fran for Colorado Smelter, California Gulch, ASARCO, Broderick, Chem Sales, Denver Radium, Smuggler Mountain, Petrochem and Portland Cement.
- Construct new target posters for EPR (still waiting for info from Fran)?
- Upload TAG files to Sharepoint as required (ongoing).
- Note RSVPs received for Lincoln Park charrette (ongoing).
- Review public notices published for Enforcement, Air Permitting, NPDES and UIC and update public comment opportunities on the News and Events page as needed (ongoing).
- Review R8 news releases and update News and Events page as needed (ongoing).
- Review Drupal dashboard for content expiring/requiring review (ongoing).
- Use Web analytics tools to check for broken links (ongoing).
- Respond to other requests as and when they come in.

Accomplished last week

- Reviewed and republished Libby feedback form, as required by Drupal.

- [REDACTED] Prepared April SBC/Butte monthly reports for the Web and uploaded them to the relevant doc pages and republished; deleted old PDFs from Drupal.
- [REDACTED] Cleaned up and formatted Standard Mine Web update, then replied to Cynthia et al with a couple observations about lack of continuity and some old language that needs to be updated.
- [REDACTED] Provided editorial advice to Tim on revising the R8 Outreach and Education Web page.
- [REDACTED] Replied to Christina about the photos and videos she took in Libby with her iPhone coming out upside down; suggested she contact Jason.
- [REDACTED] Reviewed CEF/Example pages to see if Rich et al had made any improvements (no).
- [REDACTED] Attended OCPI staff meeting.
- [REDACTED] Extracted color diagram from Colorado Smelter “protecting your health” fact sheet and erased the text. Added new text in Spanish and exported entire image to the Spanish fact sheet, which had previously been in B&W, and exported to PDF. Corrected EPA contacts so Chris is on the English one, Jasmin on the Spanish one. Combined English and Spanish fact sheets into single PDF and replaced the two files on the Web with the new one; printed 10 copies of the duplex, bilingual fact sheet for Jasmin.
- [REDACTED] Submitted Superfund Web change request to HQ for the national 700 South narrative, as requested by Vera.
- [REDACTED] Updated the Smurfit-Stone Web page and republished.
- [REDACTED] Updated the Standard Mine Web page and republished.
- [REDACTED] Confirmed update to 700 South narrative on HQ Web page as requested by Vera (they did it!) and informed the team.
- [REDACTED] Cleaned up and tried to make sense of Armando’s UP&L Web page update and sent it on to Fran.
- [REDACTED] Discussed with Libby and made suggestions for the agenda re: Superfund SPPs for the website transition meeting.
- [REDACTED] Cleaned up and formatted weekly report.
- [REDACTED] Attended website transition meeting.

- [REDACTED] In response from an urgent request from Lane, researched old Libby Asbestos home page revisions where we talked about the survey results and people's satisfaction therewith and sent her text from two revisions from December 2013, along with a PDF summarizing the survey results and a spreadsheet of the results of the Removal Property Survey.
- [REDACTED] Did significant cleanup and formatting to Upper Animas draft Web page document submitted by Cynthia and sent it on to Fran.
- [REDACTED] Participated in Ed board call – “Notes from the Content Entry Form introduction call with regions”
- [REDACTED] Updated public comment opportunities on the News and Events page.
- [REDACTED] Checked the Drupal dashboard for Superfund content requiring review.
- [REDACTED] Began working through OEI spreadsheet of all R8 Web content to identify Superfund content—both for Tim's use when returning the spreadsheet to them and as a reference for the Records Center to identify any documents that are missing from SEMS.